

WisLaw[®]

Quick Reference Guide

For Windows

To The
Wisconsin Statutes And Annotations
Wisconsin Acts
U.S. & Wisconsin Constitutions
Wisconsin Administrative Code
Wisconsin Supreme Court Rules
Recent Opinions of the Attorney General
On CD-ROM

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Introduction to WisLaw®

The Wisconsin Statutes and Annotations & Other Publications On CD-ROM

The legal publications on this WisLaw® CD-ROM have been updated through the release date appearing on the disk. The statutes on this CD-ROM are derived from the computer database used to produce the official **Wisconsin Statutes & Annotations**. The Statutes on this disc cannot be certified under s. 35.18, Wis. Stats., and cannot be considered prima facie evidence under s. 990.07, Wis. Stats. *Please consult the bound volumes of the Wisconsin Statutes and Annotations, Wisconsin Administrative Code and Register, Wisconsin Supreme Court Rules, and Wisconsin Acts for the official text.* In case of discrepancies, the official Statutes control. The disk also contains the U.S. and Constitutions, recent Opinions of the Attorney General, Wisconsin Code of Military Justice, and internal operating procedures.

The software to search and retrieve these legal publications is included on the CD-ROM. It is a copyrighted product of the Folio Corporation: Folio VIEWS for Windows®. WisLaw® is the unique combination of selected data from the Statutes and Annotations and other legal publications' computer tapes (the "infobase") and Folio software. Use of WisLaw® is subject to the protective terms of the WisLaw® End User License Agreement reprinted at the end of this guide.

Visit the Wisconsin Legislature's web site at <http://www.legis.state.wi.us> for current information on legislative action, as well as links to other related information.

Installing & Starting the Software

Due to the complex configuration requirements of today's pc's, installation needs on a specific computer can vary widely. The Wisconsin Revisor of Statutes Bureau provides the following general guidelines for installation.

Caution

If your computer is on a local area network (LAN) or otherwise integrated into a system, consult your system administrator before attempting to install WisLaw® on your computer.

To install WisLaw® on your local computer:

Select RUN from the File menu in Windows 3.1 or from the Start menu in Windows 95/98.

Type **D:\SETUP** (where D: is the drive letter for your CD-ROM drive in which the WisLaw® CD is located), and press ENTER. Select the version (16 bit for Windows 3.1 or 32 bit for Windows 95 or later), and where the infobases should be stored. A WisLaw® program group containing Folio Bound Views icon linked to the WisLaw® Table of Contents infobase will be created for Windows 3.1. An entry to the Start menu will be added in Windows 95, Windows 98 and Windows NT.

By double-clicking the icon, an Infobase will be opened. Several other Infobases are included on the CD and can be accessed

through the File Open menu in Windows or by linking to them from the links provided in the Contents Infobase.

Important Installation Note

Folio Bound VIEWS requires that there be a writable area available for temporary files. If one does not already exist, we recommend that you create a directory **TEMP** on your hard drive. Your AUTOEXEC.BAT file should also include the following two lines:

```
SET TEMP=C:\TEMP
SET TMP=C:\TEMP
```

Definitions

Infobase - A free-form collection of text and graphics which provides rapid access to information and which, through features in Folio VIEWS, provides advanced tools to adapt information to your particular needs.

Document Window - The main window where the text of the infobase appears.

Object Window - A supplementary window containing graphics or other objects. Object windows are opened when an object link is followed.

Contents Window - A supplementary window along the left side of the screen containing a dynamic table of contents for the infobase. All headings in the Table of Contents are linked to the appropriate sections in the Document window.

Hitlist Window - Window along the bottom of the screen which displays a summarized result of the current query.

Query - A search for information in an infobase. All words in an infobase are fully searchable.

View Tabs - Tabs along the bottom of the screen allow displaying of certain windows and combinations of them.

Link - A section of text or graphics which connects you to other information.

Getting Help

Help and reference guides are available on-line for WisLaw®. You are welcome to print a copy of the guide for reference or use it as an on-line guide to the features available in the Windows version of Folio VIEWS.

The Online User Manual Infobase

- Press F1 at any time for assistance or information on using any window, dialog, or menu item.
- Choose **Contents** from the **Help** menu for a listing of the available help topics.

The Toolbar

The Toolbar allows one-click mouse access to Folio VIEWS features. The buttons on the Toolbar may be adjusted by using **Customize** from the **Tools** menu. Some of the important buttons:

Query: Opens the Query dialog to search the infobase.

Next: Advances the cursor to the next line of query hits.

Previous: Returns the cursor to the previous line of query hits.

Backtrack: Backs you up through searches you have performed and links you have followed.

Navigating in an Infobase

Navigation is the process of moving through an infobase to find the information you need. VIEWS uses the standard navigational keys for basic navigation (such as PAGE UP, PAGE DOWN, HOME, END, and the arrow keys). Other navigational tools are specific to VIEWS, including hypertext links, which provide quick and easy access to related information on the CD.

Description of Links

Links are provided in WisLaw® to a variety of cross-references and related information both within the same infobase and across infobases.

To follow a link, click when the hand cursor appears.

Searching an Infobase

This section provides basic instructions on searching an infobase and a brief overview of the query syntax.

Basic Instructions

Step 1: Choose **Advanced Query** from the **Search** menu.

- Pressing F2 also opens the Advanced Query dialog.

Step 2: Type the words you wish to search for.

- Separate the words with a single space.

Step 3: Choose **OK**. This closes the query dialog and highlights the words that you are searching for in the infobase.

Step 4: Press F4 to go to the next line of hits. Press Shift-F4 to return to the previous line of hits. Press F6 to go back to the position you were at before you executed the query.

Syntax Overview

Operators

& - AND	dog & cat
- OR	dog cat
^ - NOT	dog ^ cat
~ - XOR	dog ~ cat

Wildcards (place anywhere in word)

? - Single Character	wom?n
* - Multiple Character	work*

Phrase and Proximity Searches

<"phrase"> - Phrase Search	"public official"
<"phrase">/<prox> - Ordered	"access record"/5
<"phrase">@<prox> - Unordered	"committee affairs"@3

Special Operators (place at end of word)

\$ - Word Forms	run\$
% - Synonyms	love%

Scopes

[Group <name>: <query>]	[Group Pets: mouse]
[Level <name>: <query>]	[Level chapter: mice & men]

Query Templates

Some infobases contain custom query templates, designed specifically for the content of the infobase. For instance, the Statutes infobase contains query templates for searching by chapter, section, subsection, etc. By using the templates, users are prompted for input to build a search meeting the criteria for the level of

search required. Templates are located at the bottom of the **Search** menu.

Printing an Infobase

For more information on printing, see Print in the *Online User's Guide*.

To print all or parts of an infobase:

Step 1: Select the portion of the infobase you wish to print.

- You may also tag the records you wish to print.

Step 2: Choose **Print** from the **File** menu.

Step 3: Select the appropriate print options; **Selection** to print the selection, **Tagged Records** for tagged, or choose your own **Section** from the list.

Exporting an Infobase

Save all or part of an infobase to any of the supported formats whenever you need to include the information in a word processing file.

For more information on exporting an infobase, see **Export** in the *Online User's Guide*.

To export all or parts of an infobase to a different format:

Step 1: Select the portion of the infobase you wish to export.

- You may also tag the records you wish to export.
- Do not tag or select anything to export the entire infobase.

Step 2: Choose **Export** from the **File** menu.

Step 3: Select **List Files of Type** and select the file format you wish to save the infobase as.

Step 4: Select **File Name** and type a file name for the infobase.

Step 5: Change drives and directories to specify where the file should be saved.

Step 6: Choose **OK**.

Adobe Acrobat Reader

The CD contains the Wisconsin Administrative Code in Folio. There are links in the Folio infobase to pdf renditions of the chapters. Graphics, such as maps and illustrations, and certain formulas and tables could not be properly included in the infobase, so you must use the pdf rendition to see or print these pages. To use the pdf's, you must have the Adobe Acrobat Reader installed on the PC. Many applications use pdf's, so you probably already have it installed on your system. However, if you do not, the installation program for the Windows 95/98/NT version and the Windows 3.1 version of the Reader are included on the WisLaw® CD.

To install the Windows 95/98/NT version of Adobe Acrobat Reader, select RUN from the Start menu, type in D:\RS40ENG.EXE and press ENTER. (D: is your CD-ROM drive. If your CD-ROM drive is a different letter, substitute it for D.)

To install the Windows 3.1 version of Adobe Acrobat, select RUN from the File menu, type in D:\RS16E301.EXE and press ENTER. (D: is your CD-ROM drive. If your CD-ROM drive is a different letter, substitute it for D.)

You can download the latest version of the Adobe Acrobat Reader from the Adobe web site: <http://www.adobe.com/products/acrobat/readstep.html>.

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